

Report for Week Ending 9 August 1956  
from  
FORMS MANAGEMENT BRANCH

Pending Projects

DD/S Area

25X1A9a

1. Forms Contract - FY59 - Work is presently continuing with the Procurement Division, O/L, in connection with the evaluation of bids recently received from various manufacturers for the forms printing contract for the Fiscal Year 1957. Different types of testing procedures are being established in order that the evaluation of these bids may be as impartial as possible.

25X1A9a

2. Revision of "Couriers Classified Mail Receipt", Form No. 240a - Tentative pencil draft has been prepared on the revision of this form which converts it from a padded  $3\frac{1}{4}$ " x 5" cut sheet to a two part padded set. The original (1st part) of the revised form will be  $3\frac{1}{4}$ " x 7-3/8" for filing in an IBM file cabinet. The second part will continue to be the same size as the current edition. This job will be coordinated back with the OPI(O/L) as soon as appropriate specifications can be prepared.

25X1A9a

3. Revision of "Personal History Statement", Form No. 444 - This revision, which has been in process for many months, is currently having corrections made to the final-type copy by the [REDACTED] on a DSJ-20, Vari-Type Composing Machine. The [REDACTED] has established a tentative delivery date for the corrected copy of 17 August.

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4. "Periodic Supplement - Personal History Statement", Form No. 444b - This form, which has been subject to some delay during the past week, is currently being released to the Printing Services Division. The requested delivery date is 5 September 1956.

Government Wide

25X1A9a

1. Employee Suggestion No. 1648 pertaining to the revision of Pay Roll Change Slip, Form No. 1126 - A second draft of a proposed revision of this form has been prepared for the formal consideration of the General Accounting Office. Preliminary to its formal submission, arrangements have been made for its informal consideration at meeting to be held on Friday with the Associate Director, Accounting and Auditing Policy Staff, General Accounting Office.

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	2	7	4		13
Revision	7	2	6	11	26
Reprint		1	1	11	13
Total	9	10	11	22	52

COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NUMBER OF COPIES</u>
New	2		6		8	10,150
Revision			4	8	12	415,500
Reprint	4	1	11	21	37	376,450
Total	6	1	21	29	57	802,100

Revision - 4  
Obsolete - 2



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